

UTC Executive Committee Meeting  
January 20 Minutes

Attendees: Jennifer Wakefield, Kathryn Anderson, Martin Roundy, Kathy Tollett  
Excused: Jeff Rose, Liz Sollis, Terry Twitchell

Committee Member Responsibilities – We discussed the division of Committee duties or responsibilities. UTC has experienced incredible growth over the past few months and the time needed to arrange training, complete registration, follow up reminders, scheduling facilities and people, etc. has become too much for one person to do. Jennifer proposed that we use the Utah Training Connection to register for and track training. I have registered for the training on March 15<sup>th</sup> to learn how to put our sessions on line. This would help a lot. Keeping up the web site is really taking up some time so any additional help would be most appreciated. Martin volunteered to help manage scheduling of rooms.

Calendar – We discussed additions to the calendar and added 3 events.

1) Utah Training Connection – DHRM's training management site will be used after March's training to register and track training participation. A short introduction will be presented by Jennifer Wakefield at 8:45 on March 17. Healthy Utah will also be at the March meeting at 8:30 to talk about the trainings they make available to state employees. I've used several of them and thought they were great.

2) Trainer's Day Camp – Fund raising event in September (see the calendar)

3) Mark Fox – Creative Solutions for May 19. (see the calendar)

We need a couple of committee members to help organize the day camp and December events. Please don't be shy. For this to work, we all need to help as much as we can.

We have also had several trainers suggest additional trainings that could be done on the side. I would like to discuss these at our next meeting to decide how to handle these offers as well as other requests for training that have come in.

Budget – We discussed the budget and need to provide additional funds. The trainer's day camp and the December Humor training will be trainings that we charge for. Also the supplemental trainings volunteered by Consortium members may be another option for revenue.

We have had 2 people request to work with the committee. Pattijean Sanchez from DHS and Carol Lowder from Health. Carol was kind enough to help make muffins for the training in January.

Executive Committee Meetings – As this committee is a volunteer group and our real jobs must be our main focus, it is difficult to get everyone together even with months of planning. Life happens! We also have training in more months than we used to which leaves us no time to meet as an Executive Committee. I would like to propose that we meet every other month on the 2nd Monday. This would mean we would be able to meet the following dates: March 13, May 8, July 10, Sept 11, Nov 13. Please let me know if these meets with your approval and what times are best for you.

News: DiAnn's son was injured in a car accident and our prayers are with her and her family. Steve Olsen was also injured in a car accident and is making progress. We're looking forward to having him join us soon.